

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:
Adding/Removing Household Member

Supersedes: FS 1501-5 (10/01/07)

References: 7 CFR 273.1; 273.12; 273.13

GENERAL RULE -- When an individual moves into or out of a household that is participating in the Food Stamp Program, eligibility and the benefit amount must be evaluated based on the new household composition and the household's reporting requirements. The OPA Case Manager must use the correct time frames when it is necessary to provide the household with a notice of adverse action.

The Fraud and Recovery Unit updates TEAMS based on Disqualified Recipient Subsystem (DRS) requirements. The OPA Case Manager must verify on TEAMS CLMA and PRAP screens that the new member is not disqualified from the Food Stamp Program.

The Adding A New Household Member form, HCS-261B, is used as a tool by the OPA Case Manager to gather information and for the convenience of the household. **The form is not required and a case must not be closed for not completing the form.**

► ADDING A HOUSEHOLD MEMBER

The OPA Case Manager acts on changes in household composition within 10 days of the reported/discovered change.

A new household member is added to the household effective the month after the reported/discovered change when the household provides any necessary information/verification to add the new member within 10 days from the date of request for information notice.

► When the 10th day of the request period falls on a weekend or holiday, the household has until the next business day to provide the information/verification.

► **Example 1:** The household is a six month reporting household and reports on June 22nd a child came to live with them for the summer on June 20th and will stay through August. The household reported the child has no income or resources and provided all the necessary information to add the child.

If time frames do not allow the child to be added before TEAMS cutoff, July's benefit must be authorized by TEAMS cutoff at June's benefit amount. The child must

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be added to the household by July 2nd for July. A supplement is issued for July.

The OPA Case Manager must set an alert for August to remove the child for September benefits and timely notice sent to the household.



Example 2: TANF/FS six month reporting household consists of mom and two children. On July 7th the household reports the father of the two children moved in July 3rd.

The OPA Case Manager must send a TEAMS 10 day request for information/verification notice to add the husband. The verification is due July 17th.

If the information is provided and causes an increase to the benefit amount, the husband is added effective August.

If the information is provided and causes a decrease to the benefit amount, the husband is added effective August and timely notice of adverse action must be given to the household. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011 due to the change in household size.

If the household does not provide the requested information, the case is closed with timely notice sent to the household.

Example 3: The household is an SSI recipient (change reporter) and her recertification is March. She reports on June 4th Joan moved in with her on June 1st. Verification is requested to add Joan and is provided June 23rd. Joan works 20 hours a week, at \$7 an hour, and is paid every week.

Timely notice of decrease for July benefit amount cannot be provided to the household. July's benefit amount is authorized by TEAMS cutoff at June's benefit amount. The decrease benefit is effective August with timely notice of decrease sent to the household.

The household changes to six month reporting requirements for August. Since the recertification date (March) is more than six months away, the recertification period is shortened and the recertification date is moved

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ahead to the sixth month, January. The six month report date is July. The OPA Case Manager must send the household F014 'SHORTEN CERT' notice and 6 MR REPORTING REQUIREMENTS' notice, F011.



Example 4: On September 26th a household under 22 years old, reports moving in with his parents. The OPA Case Manager must send a TEAMS 10 day request for information/verification notice to add the parents. The verification is due October 6th.

If the information is provided and causes an increase to the benefit amount, the parents are added effective October and a supplement for October may need to be issued.

If the information is provided and causes a decrease to the benefit amount, the parents are added effective November and timely notice of adverse action must be sent to the household.

If the household does not provide the requested information, the case is closed for November and timely notice must be sent to the household.

TANF AND FS SUPPLEMENT

If adding the new member results in TANF and FS supplements, the TANF supplement issued is countable income against the new member.

Example: Household reports on February 25th a new member moved in February 24th. The individual is added to the TANF household for March and is issued a TANF supplement. When determining the March food stamp supplement, the March TANF supplement is coded 'OF' on 'UNIN' screen against the new member.

► REMOVING A HOUSEHOLD MEMBER

The OPA Case Manager acts on changes in household composition within 10 days of the reported/discovered change.

A household member is removed from the household effective the month after the reported/discovered change.

The OPA Case Manager must determine if the individual that is removed from the household is expected to return. If the individual is expected to return to the household, code 'OU' on SEPA. If the individual is not expected to return, remove the person from the case

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(TEAMS CLIM screen).

Example 1: The household reports on January 20th Bill will move out January 31st. Bill is not anticipated to return to the household. Bill is removed from the case effective February 1st with timely notice of decrease provided to the household. If time frames do not allow for timely notice, February benefit is authorized by TEAMS cutoff at January's benefit amount. The decrease is effective for March's benefit with timely notice of decrease sent to the household. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011.

Example 2: FS/Medicaid six month reporting household consists of husband, wife, and two children. The husband earns \$1,700 gross monthly. The household has no other income. On January 23rd the husband reports the wife moved out of the household. Since removing the wife for February causes benefits to decrease, the wife is removed for March with timely notice sent to the household. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011.

Example 3: FS/Medicaid six month reporting household consists of husband, wife, and two children. The husband earns \$1,700 gross monthly. The household has no other income. On January 23rd the wife reports the husband moved out of the household.

The husband and his income are removed and benefits increase for February. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011.

Example 4: Dad applies for benefits April 22nd for himself and his two children. The children are open on another case. Timely notice to remove the children for May benefits cannot be given to the other household. The children are added to the dad's case for June benefits.

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